

Kansas State University
Voluntary Separation Incentive Program for Retirement
(VSIP) Separation Agreement with Waiver and Release

This Separation Agreement with Waiver and Release (“Agreement”) is entered into between ____ (“Employee”, “me” or “I”), Employee ID: ____, and Kansas State University (the “University”), who agree as follows:

1. Voluntary Date of Separation

I agree that I am voluntarily retiring and that my employment with the University is voluntarily terminated effective ____ (the “Date of Separation”).

2. VSIP Payment and Other Consideration

The University agrees to pay me the following payment and other consideration under Kansas State University Voluntary Separation Incentive Program for Retirement (the “VSIP”), provided that I timely sign this Agreement. I agree that the VSIP payment (the “Incentive Payment”) is a benefit that I am not already entitled to.

I will receive a one-time lump sum Incentive Payment in the gross amount of \$____. The Incentive Payment amount is subject to federal and state income taxes and, if applicable, federal Social Security and Medicare taxes. I authorize Kansas State University to reduce the lump sum Incentive Payment by the amount of these withholding taxes.

I understand that if I am under 65 years of age, I may request to enter into a VSIP Retirement and Health Care Bridge Agreement (“Bridge Agreement”), pursuant to which I may buy in to certain health care coverages by reducing my one-time lump sum Incentive Payment. If I have entered into such separate Bridge Agreement, I authorize Kansas State University to reduce the lump sum Incentive Payment by the amount of those health care coverage costs.

I understand that if I am currently on sabbatical or plan to take sabbatical leave prior to my date of retirement, I understand that the Kansas Board of Regents may require me to refund all sabbatical pay if I do not return to the university for a period of at least one year prior to my date of retirement. I understand that such repayment obligation is separate from this Agreement and that participation in the VSIP does not waive my sabbatical pay refund obligation, if any.

3. Forfeiture of Tenure and Notice Rights

I agree that by signing this agreement, I am forfeiting any tenure status and/or right to notice of non-reappointment I may have.

4. Eligibility for Reemployment

Kansas State University is enforcing a waiting period for rehiring of participants of this VSIP program. By signing this release, I agree that I am not eligible for rehire for a period of twelve months after my date of retirement and that I am not guaranteed employment with the University in

the future. I understand that there are other important conditions of rehire of retirees that would also apply after the waiting period and those are outlined in the University's Retiree Rehire policy (<https://www.k-state.edu/policies/ppm/4800/4810.html>).

5. General Waiver and Release

By signing this Agreement, I waive and release any and all claims, known or unknown, arising on or before the date I sign this Agreement, that I have or might have against the University, Kansas Board of Regents, and State of Kansas and their Regents, officers, affiliates, employees, representatives, and agents, as well as all of their respective past and present Regents, affiliates, officers, employees, representatives, and agents (collectively, "Released Parties"), subject only to the exceptions identified in Section 6 below regarding Claims not Waived and Released. These waived and released claims include but are not limited to: (i) claims that in any way relate to my employment, separation from employment and other dealings of any kind with any Released Party or Parties; (ii) claims of unlawful discrimination, harassment, retaliation, or other alleged violations arising under the United States and Kansas constitutions, Titles VI and VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, the Equal Pay Act of 1963, the Age Discrimination Act of 1975, the Age Discrimination in Employment Act of 1967, Executive Order 11246, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Jobs for Veterans Act of 2002, the Kansas Acts Against Discrimination, 42 U.S.C. § 1981, 42 U.S.C. § 1983, 42 U.S.C. § 1985, 42 U.S.C. § 1988, the Employee Retirement Income Security Act ("ERISA"), inclusive with COBRA, K.S.A. §44-1001, et seq., or any other state, federal, or local law, statute, public policy, order, ordinance, or regulation; (iii) claims of wrongful discharge, tort, defamation, misrepresentation, fraud, detrimental reliance, breach of alleged contractual obligations, negligence, and violation of public policy; and (iv) claims for monetary damages, other personal recovery or relief, costs, expenses, and attorneys' fees of any kind.

I agree not to initiate any legal proceedings related to any matters released in this Agreement. Nothing in this Agreement prevents me from filing a charge of discrimination with the United States Equal Opportunity Commissions (EEOC) (or any other federal, state, or local agency), or from participating in any investigation or other proceeding involving such an agency, but by signing this Agreement, I am waiving my right to recover any monetary or other damages and/or attorneys' fees in any claim or lawsuit brought by or through the EEOC related in any way to my employment with Kansas State University. I understand that this Agreement may be used as an affirmative defense and complete bar to any claim, lawsuit, charge, or any other type of action that I, or someone on my behalf, may file.

6. Claims Not Waived and Released

The only claims not waived and not released by me in this Agreement are: (i) claims arising after the date I sign this Agreement; (ii) any claim that as a matter of law cannot be waived; and (iii) claims for benefits that are specifically described and provided for in this Agreement.

7. Non-Admission

Nothing in this Agreement is or may be taken as an admission of any wrongdoing, fault, violation, liability, or unlawful activity by me, the University or any other Released Party.

8. Severability

If any provision of this Agreement is held by a court of competent jurisdiction to be illegal, invalid or unenforceable to any extent, the remaining provisions of the Agreement will be deemed valid and enforceable and this Agreement will continue in full force and effect.

9. Periods to Consider this Agreement and Revoke

I was given from September 20, 2021 through October 29, 2021 to decide whether to apply for the VSIP program. This Agreement in generic form was available to me beginning on September 20, 2021, for my review and consideration. I was notified by e-mail dated November 12, 2021 that my application for the Voluntary Separation Incentive Program has been approved. I was offered until November 29, 2021 to sign the irrevocable VSIP Notice of Retirement. On or around ____, I was provided with the approximate amount of my VSIP incentive payment.

I understand that I may revoke a submitted Separation Agreement on or within seven (7) calendar days of the date I sign the Agreement. Revocation of the submitted Separation Agreement will constitute automatic withdrawal of my participation in the VSIP; I will be treated as a traditional retiree; and I will receive the non-VSIP retiree benefits to which I am entitled. I understand that if I revoke this Agreement I am still entitled to receive any compensable accrued sick and/or vacation leave payments due to me at the time of retirement and that other retirement benefits will be administered in accordance with established University policies, plans, and procedures.

Revocation of the Separation Agreement must be clearly stated in writing and signed and dated by me. I must either deliver the revocation by hand-delivery or mail via US Postal Service to the Provost Office, Attn: Provost Charles Taber, Office of the Provost, 108 Anderson Hall, 919 Mid-Campus Drive North, Manhattan, KS 66506-0110. Revocations sent by any other delivery method will not be accepted and all revocations must be delivered or postmarked within seven (7) calendar days, as outlined above, in order to be effective.

I understand that if I do not revoke the submitted Separation Agreement on or within seven (7) calendar days of the date the Agreement is signed by me, the Agreement is enforceable and the VSIP payment will be made as described in the VSIP guidelines and the Separation Agreement.

10. Employee Advised to Consult with an Attorney and Financial and Tax Advisors

Pursuant to the Older Workers' Benefit Protection Act of 1990 and the Age Discrimination in Employment Act, I am advised to contact an attorney of my choosing at my own expense to discuss the VSIP and to review the Separation Agreement. I am also encouraged to consult with a financial and tax advisor of my choosing and at my own expense.

11. Information about eligible employees who were selected for the VSIP and the eligible who were not selected for the VSIP

I agree that I have been provided with information on the eligible employees covered by the program, the eligibility factors considered, the time periods involved in the program, and a list of all job titles and ages of the eligible and selected employees for the program and the job titles and ages of all eligible and not selected employees. This information is attached to this Agreement as Exhibit A.

12. Other Benefits at Retirement

An employee who accepts a VSIP Incentive Payment will be eligible for those benefits the University provides to retirees. Detailed information is available at: <https://www.k-state.edu/hcs/benefits/leaving/index.html>. Compensable accrued sick and/or vacation leave payments due to an employee at the time of separation and other retirement benefits will be administered in accordance with established University policies, plans, and procedures.

13. VSIP Beneficiary Payments

This Agreement provides for a beneficiary designation. If the Employee dies after the Date of Separation but prior to receiving the VSIP payment, the entire VSIP payment will be made to the beneficiary. Employee hereby designates the following individual as Employee's beneficiary:

Name: _____ Relationship: _____

Date of Birth: _____ SSN: _____

Address: _____

14. Governing Law

The VSIP shall be governed and construed in accordance with the laws of the State of Kansas, without reference to its conflicts of law provisions.

15. Nondiscrimination Statement

Kansas State University prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression, and genetic information in the University's programs and activities. The following office has been designated to handle inquiries regarding the non-discrimination policies: Office of Institutional Equity, equity@k-state.edu, 103 Edwards Hall, 1810 Kerr Drive, Manhattan, KS 66506, 785-532-6220. This Separation Agreement is in accordance with Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1963, the Age Discrimination Act of 1975, the Age Discrimination in Employment Act of 1967, Executive Order 11246, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Jobs for Veterans Act of 2002, the Kansas Acts Against Discrimination, and all

Subscribed and sworn before me this ____ day of _____, 2022. I am commissioned as a notary public within the County of _____, State of _____ and my commission expires on _____.

Notary Public Signature

Exhibit A

The following information about the Voluntary Separation Incentive Program is being provided to you in accordance with the Older Workers' Benefit Protection Act of 1990 and the Age Discrimination in Employment Act.

The class, unit, or group of individuals eligible to apply for the program includes all employees at Kansas State University who are:

- Tenured faculty; AND
- 62 years of age or older at the Date of Separation (retirement); AND
- have completed at least ten (10) years of service in a benefits-eligible position at the university or a Kansas Board of Regents Institution at the Date of Separation; AND
- are not otherwise ineligible because the employee has already provided notification of their intent to retire by the end of the current academic year, have an active phased-retirement in place or are scheduled to begin phased retirement, or is a current university retiree who has been rehired, or is on approved long-term disability.

Selection Criteria: While it is the intention of the university to allow as many eligible employees as possible to participate in the VSIP, the university reserves the right to limit the total number of participants in order to preserve the viability of programs and services and the integrity of financial resources.

Decisions to fund a voluntary separation package are made by the Provost with recommendation from the Unit head based upon the following criteria:

1. Meets VSIP eligibility requirements.
2. Unit's operational and accreditation needs are served. The separation must not hinder the unit's current ability to achieve its strategic and organizational mission. The Unit head/Provost/President may limit the number of individuals approved in any one unit.
3. The needs and best interests of the university community are served.

Time periods involved in the program:

- September 20, 2021 through October 29, 2021: Notices of Interest due for eligible employees to apply for consideration in the VSIP.
- September 20, 2021 through November 29, 2021: Eligible employees who submitted a Notice of Interest may withdraw from consideration by submitting a VSIP Withdrawal Form.
- November 12, 2021 through November 29, 2021: Notices of Retirement due for approved applicants who wish to participate in the VSIP.
- April 15, 2022 through May 2, 2022: Separation Agreements with Waiver and Release due.

ELIGIBLE EMPLOYEES FOR THE VSIP

JOB TITLE	AGE AND EMPLOYEE COUNT
Assistant Dean/Professor	63 (1)
Assistant Professor	64 (1), 68 (1), 71 (1)
Assistant to the President	78 (1)
Associate Dean	63 (1), 67 (1)
Associate Dean/Professor	63 (1), 65 (1), 73 (1)
Associate Professor	62 (3), 63 (7), 64 (5), 65 (5), 66 (5), 67 (5), 68 (2), 69 (4), 70 (1), 71 (1), 72 (4), 79 (1)
Associate Vice President	64 (1), 67 (1)
Assistant Dean/Associate Professor	69 (1)
Chief Diversity & Inclusion Officer	63 (1)
Dean	62 (1), 64 (1), 67 (1)
Dean/Professor	63 (1)
Department Head	64 (1)
Director/Professor	62 (1), 66 (1), 67(1)
Director/Associate Professor	70 (1)
Distinguished Professor	62 (3), 63 (4), 64 (1), 65 (3), 66 (3), 67 (2), 68 (2), 69 (1), 70 (1), 71 (1), 73 (2), 74 (2), 75 (1), 77 (1), 84 (1)
Instructor	72 (1), 76 (1)
Professor	62 (12), 63 (12), 64 (12), 65 (15), 66 (9), 67 (8), 68 (3), 69 (5), 70 (10), 71 (5), 72 (5), 73 (2), 74 (3), 75 (4), 76 (2), 77 (3), 80 (3), 82 (1)

ELIGIBLE EMPLOYEES SELECTED FOR THE VSIP

JOB TITLE	AGE AND EMPLOYEE COUNT
Assistant to the President	78 (1)
Associate Professor	64 (1), 66 (1), 67 (2), 70 (1), 79(1)
Assistant Dean/Associate Professor	69 (1)
Department Head	64 (1)
Director Professor	67 (1)
Distinguished Professor	74 (1), 84 (1)
Professor	62 (4), 63 (1), 64 (3), 65 (6), 67 (2), 69 (2), 70 (4), 77 (2), 80 (2)